

***NATIONAL WEATHER SERVICE INSTRUCTION 70-202
OCTOBER 9, 2003***

***Financial Management
Financial Management, NWSPD 70-2
REIMBURSABLE PROCEDURES***

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Sign for _____ September 25, 2003 _____
Irwin T. David Date
Chief Financial Officer/
Chief Administrative Officer

NWS Reimbursable Procedures

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1. Introduction: The purpose of this procedure is to prescribe the responsibilities for the establishment and administration of reimbursable programs. The guidance listed in this procedure is in accordance with NOAA Policy and Reimbursable Process User Procedures published by the Commerce Administrative Management System (CAMS) Program Office.

2. Responsible Officials: The officials listed below are responsible for ensuring that the procedures prescribed by NOAA are followed.

2.1 Staff and Office Directors, Regional Directors, Director NCEP, and Program Directors will:

- a. ensure internal controls as outlined in the most recent DOC Internal Control Handbook are in place;
- b. ensure responsible staff is trained;
- c. ensure appropriate program and staff fully comply with statutory and regulatory requirements for interagency and special agreements;
- d. ensure signed agreement is in place by October 1 of each year;
- e. provide Letter of Intent for agreements that are not signed or in place by October 1 of each year;
- f. ensure multi-year agreements contain a provision for review at least every three years to determine whether they should be revised, renewed or cancelled; and
- g. ensure each agreement is executed by the appropriate approving official.

2.2. Program/Project Managers will:

- a. serve as the primary individual negotiating and developing an agreement and any amendments to the agreement;
- b. conduct advance planning, draft agreements, schedule coordination meetings;
- c. prepare and develop draft agreements;
- d. brief the approving official and/or other appropriate officials (orally or in writing through staff memorandum);
- e. prepare Determination of Findings in accordance with Federal Acquisition Regulation (FAR) 17.503 for Economy Act Agreements and obtain Procurement Authority signature;
- f. ensure all agreements contain the proper legal citation, documentation, justifications, legal reviews and clearances;
- g. provide one original and three copies of the signed agreement with supporting documentation for all agreements including special agreements (grants), amendments, modifications and/or terminations;
- h. prepare Reimbursable Agreement/Temporary Work Authority (TWA) Acceptance Data Sheet and carry over certification form;
- i. monitor performance, progress, billing (tracking relevant costs) for each reimbursable agreement; and
- j. maintain an official file for each agreement, including supporting documentation.

2.3. Administrative Support Staff for Program Offices, NCEP, Regions and the office of the Chief Financial Officer will :

- a. approve the receipt of reimbursements and advances from a sponsoring agency;
- b. review agreements to ensure all required documentation is included;
- c. assist Program/Project Managers in developing budgets and preparing paperwork for proposed agreements, as requested;
- d. provide liaison with the respective budget offices for each party to the agreement;
- e. ensure funding availability has been determined by appropriate authority; and

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- f. distribute originals and copies of the Reimbursable Agreement/Temporary Work Authority (TWA) Acceptance Data Sheet to CFO2 for processing.